

MEMORANDUM FOR: Executive Secretary
CIA Management Committee

FROM : Deputy Director for
Management and Services

SUBJECT : Centralized Courier and Mail
Facilities

REFERENCES : a. Memo for DCI fr MAG dtd
20 Sept 73, same subject

b. Memo for DCI fr ADD/M&S
dtd 4 Dec 73, same subject

1. Action Requested: Implementation of a system to improve the operation of the courier and mail facilities in the Agency, as recommended to the DCI by the Management Advisory Group.

2. Basic Data or Background: At the direction of the DDM&S the Information Systems Analysis Staff conducted an informal review of the current courier and mail facilities in the Agency. Although the survey was not exhaustive, it developed enough information to support the thesis that at least some centralization of responsibility for managing these facilities is feasible and would be cost effective. Some revision of compartmented procedures, as they relate to the courier and mail system, would be necessary. However, this could be done without a change in the security regulations governing the handling of different categories of material by clearing all couriers to carry all categories of material. Currently, only specifically cleared couriers are authorized to carry SI, TK [REDACTED] material, dictating that these documents be processed through a limited number of registries. The bulk of the courier services within the Agency is performed by four different offices. The Office of Logistics has a mail and courier branch with 21 people assigned to full-time courier duties. This service is

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provided to the Agency on a 24 hour basis, seven days a week. In addition, it has a postal section composed of four men who spend 10 man-hours per day on courier runs. NPIC has a courier section composed of nine persons who devote full-time to courier duties. OCI has a courier staff of 11 persons who devote approximately 65 percent of their time to courier duties. The remainder of the time is spent performing registry duties. OSA has a two-man courier team who devotes approximately 50 percent of their time on courier runs and the remainder working in the registry. All courier runs are made with two people. These offices make little or no effort to coordinate with each other with the result that more than one courier is traveling between the same buildings in the same general time frame. Better utilization of these resources would also result in the conservation of vitally needed fuel.

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3. Staff Position: The Director of Logistics, by regulation [REDACTED] has the responsibility for providing Agency-wide mail and courier service. Those other offices providing courier service felt a need to do so in order to maintain compartmentation of the different categories of material. However, a change in procedures as they relate to security clearances for couriers would eliminate the need for separate office couriers. A consolidation of these services will eliminate duplication, thereby conserving on fuel consumption and providing for a more efficient operation with less personnel, and still maintain the need-to-know principle of compartmentation.

4. Recommendation: It is recommended that the Director of Logistics be instructed to:

- a. Establish a committee composed of Directorate representatives involved in the present courier and mail system to coordinate the system and effectively bring it under the centralized management and control of the Director of Logistics. This is to include the transfer of vehicles, positions, incumbents, and budget from the involved offices to the Director of Logistics.
- b. Obtain appropriate clearances for all couriers allowing them to carry all classifications and categories of material including SI, TK [REDACTED]

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- c. Submit a progress report to the DDM&S every 60 days until the committee has fulfilled its mission.

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Coordination: _____
Director of Logistics

APPROVED: _____

DISAPPROVED: _____

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